

BENZONIA TOWNSHIP, BENZIE COUNTY

BENZONIA, MICHIGAN

MARCH 31, 2008

Baird, Cotter and Bishop, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

MARCH 31, 2008

TABLE OF CONTENTS

	<u>PAGES</u>
Independent Auditors' Report	i-ii
Management's Discussion and Analysis	iii-viii
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Assets	1
Statement of Activities	2
Fund Financial Statements	
Governmental Funds	
Balance Sheet	3
Reconciliation of the Balance Sheet to the Statement of Net Assets	4
Statement of Revenues, Expenditures and Changes in Fund Balance	5-6
Reconciliation of the Statement of Revenues, Expenditures and Changes In	
Fund Balance to the Statement of Activities	7
Fiduciary Funds	
Statement of Fiduciary Net Assets	8
Notes to Financial Statements	9-19
Required Supplementary Information	
Budgetary Comparison Schedule - Major Governmental Funds	20-21
Financial Statements of Individual Funds	
Agency Funds	
Statement of Changes in Assets and Liabilities	
Agency Fund	22
Current Tax Collection Fund	23

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June 19, 2008

INDEPENDENT AUDITORS' REPORT

To the Township Board
Benzonia Township
Benzie County
Benzonia, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Benzonia Township, Benzie County, Benzonia, Michigan, as of and for the year ended March 31, 2008, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Benzonia Township, Benzie County, Benzonia, Michigan, as of March 31, 2008, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages iii through viii and budgetary comparison information on pages 20 and 21 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Benzonia Township, Benzie County, Benzonia, Michigan's basic financial statements. The individual fund financial statements and other supplementary information are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2008

Benzonia Township, a general law township located in Benzie County has implemented the provisions of Governmental Accounting Standards Board Statement 34 (GASB 34). The Management's Discussion and Analysis, a requirement of GASB 34, is intended to be the Benzonia Township board's discussion and analysis of the financial results for the fiscal year ended March 31, 2008.

Financial Highlights

- ◆ The assets of the Township exceeded its liabilities at the close of the fiscal year by \$1,824,078. Of this amount, \$678,810 may be used to meet the Township's ongoing obligations to citizens and creditors.
- ◆ As of the close of the current fiscal year, the Township's governmental funds reported combined ending fund balances of \$1,388,295, an increase of \$135,137 in comparison with the prior year.
- ◆ The Township is not obligated under any long-term debt as of March 31, 2008.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Township's basic financial statements. The Township's basic financial statements are comprised of three components. 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements The *government-wide financial statements* are designed to provide readers with a broad overview of the Township's finances, in a manner similar to a private-sector business. These statements are calculated using full accrual accounting and more closely represent those presented by business and industry. The entire Township's assets and liabilities, both short and long-term, are reported. As such, these statements include capital assets, net of related depreciation.

The *Statement of Net Assets* presents information on all of the Township's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Township is improving or deteriorating.

The *Statement of Activities* presents information showing how the Township's net assets changed during the fiscal year. All changes in net assets are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in the future fiscal periods.

Both of the government-wide financial statements distinguish functions of the Township's that are principally supported by taxes and intergovernmental revenues (governmental activities) from functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities).

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2008

Fund Financial Statements

The fund level statements are reported on a modified accrual basis in that only those assets that are “measurable” and “currently available” are reported. Liabilities are recognized to the extent they are normally expected to be paid with current financial resources.

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the governmental fund financial statements focus on current sources and uses of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government’s near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government’s near-term financing decisions. Both the governmental funds balance sheet and the governmental fund statements of revenues, expenditures, and changes in fund balances provides a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Proprietary Funds – Proprietary funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Township does not maintain any proprietary funds.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements, this report further presents Required Supplementary Information (RSI) that explains and supports the information presented in the financial statements.

Government-Wide Financial Analysis

The Statement of Net Assets is the first statement in the Government-Wide Financial Statements section of this document. This statement is useful for providing an indicator of the Township’s financial position over time. The Net Assets of the Township were \$1,824,078 at March 31, 2008, meaning the Township’s assets were greater than its liabilities by this amount. As noted earlier, net assets may serve over time as a useful indicator of a government’s financial position. A comparison with the previous fiscal year is presented in order to show the change in Net Assets over the previous fiscal year.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2008

Benzonia Township
Net Assets as of March 31,

	Governmental Activities	
	<u>2008</u>	<u>2007</u>
Assets		
Current Assets	\$ 1,391,819	\$ 1,258,192
Non Current Assets		
Capital Assets	1,253,623	1,253,623
Less: Accumulated Depreciation	817,840	782,461
Total Non Current Assets	435,783	471,162
Total Assets	1,827,602	1,729,354
Liabilities		
Accounts Payable	3,524	4,773
Net Assets		
Invested in Capital Assets	435,783	471,162
Restricted for Specific Purposes	709,485	619,719
Unrestricted	678,810	633,700
Total Net Assets	\$ 1,824,078	\$ 1,724,581

The most significant portions of the Township's Net Assets are cash and investment in capital assets (e.g. land, buildings, equipment, infrastructure, and others). The Township has \$678,810 in unrestricted Net Assets. These assets represent resources that are available for appropriation, but are limited by Township policies regarding their use.

At the end of the current fiscal year, the Township is able to report positive balances in all categories of net assets, both for the government as a whole, as well as for its separate governmental activities.

The total net assets of the Township increased by \$99,497 in this fiscal year, which is an indicator that the Township experienced positive financial growth during the year. As a result, the Township ended the fiscal year in better condition than when the year began.

The following table illustrates and summarizes the results of the changes in the net assets for the Township. The condensed information was derived from the government-wide Statement of Activities.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2008

Benzonia Township
Change in Net Assets
for the Fiscal Year Ended March 31,

	Governmental Activities	
	<u>2008</u>	<u>2007</u>
<u>Revenues</u>		
Program Revenues		
Charges for Services	\$ 60,569	\$ 62,037
Operating Grants and Contributions	34,105	18,616
General Revenues		
Taxes	311,596	293,015
State Grants	132,716	134,824
Interest Earnings	49,199	43,980
Gain on Sale of Capital Assets	0	56
Other	3,184	3,773
Total Revenues	591,369	556,301
<u>Expenses</u>		
Legislative	71,497	43,353
General Government	164,399	173,283
Public Safety	135,158	125,137
Public Works	31,410	15,528
Community and Economic Development	0	160
Recreation and Culture	25,560	24,347
Other Functions	63,848	61,505
Total Expenses	491,872	443,313
Change in Net Assets	99,497	112,988
<u>NET ASSETS</u> - Beginning of Year	1,724,581	1,611,593
<u>NET ASSETS</u> - End of Year	\$ 1,824,078	\$ 1,724,581

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2008

Governmental Activities

During the fiscal year ended March 31, 2008, the Township's net assets increased by \$99,497 in the governmental funds. The majority of this increase represents the degree to which increases in ongoing revenues have outstripped similar increases in ongoing expenses. This is true despite the fact that GASB 34 now requires the Township to maintain a record of annual depreciation expense and the accumulation of depreciation expense over time. The net increase in accumulated depreciation expense is a reduction in net assets.

The most significant part of the revenue for all governmental activities of Benzonia Township comes from property taxes. The Township levied a millage for fire protection, in addition to the operating millages, this fiscal year. The Township levied 0.8217 mills for operating purposes, and 0.6798 mills for fire protection.

State shared revenue is collected by the State of Michigan and distributed to local governments by formula allocation.

The Township's governmental activities expenses are dominated by general governmental expenses that total \$164,399. Public safety represented the next largest expense at \$135,158 followed by legislative at \$71,497.

Financial Analysis of the Government's Funds

Governmental Activities The focus of Benzonia Township's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Township's financing requirement. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, Benzonia Township's governmental funds reported combined ending fund balances of \$1,388,295. Of this total amount \$678,810 constitutes unreserved fund balance. The remainder of the fund balance is reserved for specific purposes and is therefore not available for new appropriation. For example, the fund balance that is reserved for fire protection must be used for expenditures that relate to fire protection.

General Fund – The General Fund decreased its fund balance by \$21,481 which brings the fund balance to \$330,156.

Fire Fund – The Fire Fund decreased its fund balance by \$64,535 which brings the fund balance to \$245,657. This balance is reserved and must be used for fire protection.

The Township levied a fire millage on the 2007 tax roll. This resulted in \$121,860 in tax related revenues during the current fiscal year.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR FISCAL YEAR ENDED MARCH 31, 2008

Capital Assets and Debt Administration

Capital Assets. The Township's investment in capital assets for governmental activities as of March 31, 2008 amounted to \$435,783 net of accumulated depreciation.

Capital assets summarized below include any items purchased with a cost greater than \$5,000 (for purchases after March 31, 2004) and that have a useful life greater than one year. A summary of capital asset categories is illustrated below:

Benzonia Township
Capital Assets as of March 31,

		Governmental Activities	
		<u>2008</u>	<u>2007</u>
Land	\$	52,000	\$ 52,000
Buildings		303,306	303,306
Land Improvements		28,832	28,832
Equipment, Furniture and Fixtures		869,485	869,485
		1,253,623	1,253,623
Less: Accumulated Depreciation		817,840	782,461
Net Capital Assets	\$	435,783	\$ 471,162

There were no major capital asset events during the current fiscal year.

Long-Term Debt

Benzonia Township has no obligation for any long-term debt as of March 31, 2008.

Economic Condition and Outlook

The unemployment rate is still high in the State of Michigan and the State's shortfall in the budget means potential further reductions in state-shared revenues.

These factors were considered in preparing the Township's budgets for the 2008-09 fiscal year.

Request for Information

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the Township's finances and to demonstrate the Township's accountability for the money it receives. If you have any questions about this report or need any additional information, contact Benzonia Township at P.O. Box 224, Benzonia, Michigan 49616-0224.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

STATEMENT OF NET ASSETS
MARCH 31, 2008

	<u>GOVERNMENTAL ACTIVITIES</u>
<u>ASSETS</u>	
Cash	\$ 1,050,947
Receivables	
Taxes	25,879
External Parties (Fiduciary Fund)	279,729
Due from Other Governments	<u>35,264</u>
Total Current Assets	<u>1,391,819</u>
 <u>CAPITAL ASSETS</u>	
Land	52,000
Buildings	303,306
Land Improvements	28,832
Equipment, Furniture, and Fixtures	<u>869,485</u>
	1,253,623
Less Accumulated Depreciation	<u>817,840</u>
Net Capital Assets	<u>435,783</u>
 TOTAL ASSETS	 <u>1,827,602</u>
 <u>LIABILITIES</u>	
Accounts Payable	<u>3,524</u>
 <u>EQUITY</u>	
Net Assets:	
Invested in Capital Assets	435,783
Restricted for Specific Purposes	709,485
Unrestricted	<u>678,810</u>
 TOTAL NET ASSETS	 <u>\$ 1,824,078</u>

The accompanying notes are an integral part of the financial statements.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

STATEMENT OF ACTIVITIES
YEAR ENDED MARCH 31, 2008

		PROGRAM REVENUES				NET (EXPENSES) REVENUES AND CHANGE IN NET ASSETS
FUNCTIONS/PROGRAMS	EXPENSES	CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	TOTAL GOVERNMENTAL ACTIVITIES	
PRIMARY GOVERNMENT GOVERNMENTAL ACTIVITIES						
Legislative	\$ 71,497	\$ 0	\$ 0	\$ 0	\$ (71,497)	
General Government	164,399	5,534	0	0	(158,865)	
Public Safety	135,158	55,035	0	0	(80,123)	
Public Works	31,410	0	33,455	0	2,045	
Community and Economic Development	0	0	650	0	650	
Recreation and Culture	25,560	0	0	0	(25,560)	
Other Functions	63,848	0	0	0	(63,848)	
Total	\$ 491,872	\$ 60,569	\$ 34,105	\$ 0	(397,198)	

GENERAL REVENUES

Taxes	311,596
State Grants	132,716
Interest Earnings	49,199
Other	3,184
Total General Revenues	496,695
Change in Net Assets	99,497
<u>NET ASSETS</u> - Beginning of Year	1,724,581
<u>NET ASSETS</u> - End of Year	\$ 1,824,078

The accompanying notes are an integral part of the financial statements.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

GOVERNMENTAL FUNDS

BALANCE SHEET
MARCH 31, 2008

	GENERAL FUND	FIRE FUND	FIRE IMPROVEMENT FUND	ROAD IMPROVEMENT FUND	PARKS IMPROVEMENT FUND	TOTALS
<u>ASSETS</u>						
Cash	\$ 111,034	\$ 127,431	\$ 463,828	\$ 340,343	\$ 8,311	\$ 1,050,947
Taxes Receivable	14,115	11,764	0	0	0	25,879
Due from Other Funds	169,743	109,986	0	0	0	279,729
Due from Other Governments	35,264	0	0	0	0	35,264
TOTAL ASSETS	<u>\$ 330,156</u>	<u>\$ 249,181</u>	<u>\$ 463,828</u>	<u>\$ 340,343</u>	<u>\$ 8,311</u>	<u>\$ 1,391,819</u>
<u>LIABILITIES AND FUND BALANCE</u>						
<u>LIABILITIES</u>						
Accounts Payable	\$ 0	\$ 3,524	\$ 0	\$ 0	\$ 0	\$ 3,524
<u>FUND BALANCE</u>						
Reserved for:						
Fire Protection	0	245,657	0	0	0	245,657
Fire Improvements	0	0	463,828	0	0	463,828
Unreserved						
Designated for:						
Road Improvements	0	0	0	340,343	0	340,343
Park Improvements	0	0	0	0	8,311	8,311
Undesignated	330,156	0	0	0	0	330,156
Total Fund Balance	<u>330,156</u>	<u>245,657</u>	<u>463,828</u>	<u>340,343</u>	<u>8,311</u>	<u>1,388,295</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 330,156</u>	<u>\$ 249,181</u>	<u>\$ 463,828</u>	<u>\$ 340,343</u>	<u>\$ 8,311</u>	<u>\$ 1,391,819</u>

The accompanying notes are an integral part of the financial statements.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

GOVERNMENTAL FUNDS

RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET ASSETS
MARCH 31, 2008

Total Fund Balance for Governmental Funds	\$ 1,388,295
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Amounts Reported for Governmental Activities in the
Statement of Net Assets are Different Because:

Capital assets used in governmental activities are not
financial resources and therefore are not reported in the funds.

Capital Assets	\$ 1,253,623	
Accumulated Depreciation	<u>(817,840)</u>	<u>435,783</u>

NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 1,824,078</u></u>
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The accompanying notes are an integral part of the financial statements.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

YEAR ENDED MARCH 31, 2008

	GENERAL FUND	FIRE FUND	FIRE IMPROVEMENT FUND	ROAD IMPROVEMENT FUND	PARKS IMPROVEMENT FUND	TOTALS
<u>REVENUES</u>						
Taxes	\$ 189,997	\$ 121,860	\$ 0	\$ 0	\$ 0	\$ 311,857
Licenses and Permits	1,659	0	0	0	0	1,659
State Grants	166,171	0	0	0	0	166,171
Charges for Services	4,205	54,515	0	0	0	58,720
Interest and Rents	7,875	11,011	15,989	14,474	40	49,389
Other Revenues	2,942	242	0	0	650	3,834
Total Revenues	372,849	187,628	15,989	14,474	690	591,630
<u>EXPENDITURES</u>						
Legislative	71,497	0	0	0	0	71,497
General Government	155,654	0	0	0	0	155,654
Public Safety	0	112,163	0	0	0	112,163
Public Works	31,410	0	0	0	0	31,410
Recreation and Culture	21,921	0	0	0	0	21,921
Other Functions	63,848	0	0	0	0	63,848
Total Expenditures	344,330	112,163	0	0	0	456,493
Excess (Deficiency) of Revenues Over Expenditures	28,519	75,465	15,989	14,474	690	135,137

The accompanying notes are an integral part of the financial statements.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

YEAR ENDED MARCH 31, 2008

	GENERAL FUND	FIRE FUND	FIRE IMPROVEMENT FUND	ROAD IMPROVEMENT FUND	PARKS IMPROVEMENT FUND	TOTALS
<u>OTHER FINANCING SOURCES (USES)</u>						
Transfers In (Out)	(50,000)	(140,000)	140,000	50,000	0	0
Net Change in Fund Balance	(21,481)	(64,535)	155,989	64,474	690	135,137
<u>FUND BALANCE</u> - Beginning of Year	351,637	310,192	307,839	275,869	7,621	1,253,158
<u>FUND BALANCE</u> - End of Year	\$ 330,156	\$ 245,657	\$ 463,828	\$ 340,343	\$ 8,311	\$ 1,388,295

The accompanying notes are an integral part of the financial statements.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

GOVERNMENTAL FUNDS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
MARCH 31, 2008

Net Change in Fund Balance - Total Governmental Funds	\$ 135,137
Amounts reported for governmental activities are different because:	
Governmental funds report capital outlay as expenditures in the statement of activities. These costs are allocated over their estimated useful lives as depreciation.	
Depreciation Expense	(35,379)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	
Change in personal property tax revenue deferred using the modified accrual method	<u>(261)</u>
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 99,497</u></u>

The accompanying notes are an integral part of the financial statements.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

STATEMENT OF FIDUCIARY NET ASSETS
FIDUCIARY FUNDS

MARCH 31, 2008

	<u>AGENCY FUND</u>	<u>TAX COLLECTION FUND</u>
<u>ASSETS</u>		
Cash	\$ 4,981	\$ 279,729
	<hr/>	<hr/>
<u>LIABILITIES</u>		
Due to Other Funds	\$ 0	\$ 279,729
Due to Other Governments	4,981	0
	<hr/>	<hr/>
TOTAL LIABILITIES	\$ 4,981	\$ 279,729
	<hr/>	<hr/>

The accompanying notes are an integral part of the financial statements.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Benzonia Township is a general law township located in Benzie County which operates under the direction of an elected township board. Under the criteria established by accounting principles generally accepted in the United States of America, the Township has determined that there are no component units which should be included in its reporting entity.

B. Government-wide and Fund Financial Statements

GASB Statement No. 34 establishes standards for external financial reporting for state and local governments and requires that resources be classified for accounting and reporting purposes into the following three net asset categories.

Invested in Capital assets, net of related debt consists of capital assets, net of accumulated depreciation and reduced by outstanding balances for bonds, notes, and other debt that are attributed to the acquisition, construction, or improvement of those assets.

Restricted net assets result when constraints placed on net asset use are either externally imposed by creditors, grantors, and contributors, or imposed by law through constitutional provisions or enabling legislation.

Unrestricted net assets consist of net assets which do not meet the definition of the two preceding categories.

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The government-wide focus is more on the sustainability of the Township as an entity and the change in aggregate financial position resulting from the activities of the fiscal period.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

C. Measurement Focus, Basis of Accounting and Basis of Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Sales taxes collected and held by the state at year end on behalf of the government are also recognized as revenue. All other revenue items are considered to be measurable and available only when cash is received by the government.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

The accounts of the Township are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements.

Benzonia Township reports the following major governmental funds:

The *General Fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Fire Fund* accounts for revenue sources that are legally restricted as expenditures for fire protection.

The *Fire Improvement Fund* accounts for revenue sources that are legally restricted as expenditures for fire improvements.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

The *Road Improvement Fund* accounts for revenue sources that are designated as expenditures for road improvements.

The *Parks Improvement Fund* accounts for revenue sources that are designated as expenditures for park improvements.

Additionally Benzonia Township reports the following fund types:

Agency funds are custodial in nature and do not present results of operations or have a measurement focus. Agency funds are accounted for using the accrual basis of accounting. These funds are used to account for assets that the Township holds for others in an agency capacity.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions involved. Amounts reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the Township's policy to use the restricted resources first, then unrestricted resources as they are needed.

D. Assets, Liabilities and Equity

1. Deposits and Investments

The Township's cash and cash equivalents are considered to be cash on hand, demand deposits, certificates of deposits, and short-term investments with original maturities of three months or less from date of acquisition.

(I) The Township Board has authorized the Township Treasurer to invest in the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

- (b) Certificates of deposit, savings accounts, deposit accounts, or depository of a financial institution with a location within the State of Michigan.
- (c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- (d) Repurchase agreements consisting of instruments listed in subdivision (a).
- (e) Bankers' acceptances of United States banks.
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- (g) Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by the Township Treasurer. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share. (Recommendation--the above limitation is recommended, however, the Treasurer may also include mutual funds whose net asset value may fluctuate on a periodic basis by so stating in this area).
- (h) Investment pools organized under the Local Government Pool Act, 1985 PA 121, MCL 129.141 to 129.150.
- (i) Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.

2. *Receivables and Payables*

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

All trade and property tax receivables are shown net of an allowance for uncollectibles. Property taxes attach as an enforceable lien on the property as of the date they are levied. State education taxes and county taxes are levied and due July 1, and become delinquent after September 15. The remaining millages are levied and due December 1, and become delinquent after February 14. Collections of taxes and remittances of them are accounted for in the Current Tax Collection Fund. Township property tax revenues are recognized when they become both measurable and available for use to finance Township operations. Amounts which are not expected to be collected within sixty days are treated as deferred revenues.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

3. *Inventories and Prepaid Items*

Inventories are not significant and are expensed as acquired.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

4. *Capital Assets*

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the government are depreciated using the straight line method over the following estimated useful lives:

<u>ASSETS</u>	<u>YEARS</u>
Buildings	50
Building and Land Improvements	20
Equipment, Furniture and Fixtures	5-10

5. *Long-term Obligations*

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts, as well as issuance costs, are amortized over the life of the bonds using the effective interest method. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

6. *Fund Equity*

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

7. *Use of Estimates*

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. A public hearing is held to obtain taxpayer comments. Appropriations lapse at year end. Budgeted amounts presented are as originally adopted on March 14, 2007, or as amended by the Township Board from time to time throughout the year.

The appropriated budget is prepared by fund and activity. The Township Board exercises budgetary control over expenditures.

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Township because it is not, at present, considered necessary to assure effective budgetary control or to facilitate effective cash planning and control.

B. Funds with Expenditures in Excess of Appropriations were as follows:

	<u>APPROPRIATIONS</u>		<u>EXPENDITURES</u>
General Fund			
Septic System	\$ 0	\$	28,152
Insurance and Bonds	10,000		10,631

These overages were funded by greater than anticipated revenues and available fund balance.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

III. DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

The Township's deposits are all on deposit with Central State Bank in Benzonia, Michigan.

Investment rate risk. The Township will minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by; structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investing pools and limiting the average maturity in accordance with the Township's cash requirement.

Foreign currency risk. The Township is not authorized to invest in investments, which have this type of risk.

Credit risk. The Township will minimize Custodial Credit Risk, which is the risk of loss due to the failure of the security issuer or backer, by; limiting investments to the types of securities listed in the Township's investment policy; and pre-qualifying the financial institutions, brokers/dealer, intermediaries and advisors with which the Township will do business in accordance with the Township's investment policy.

Concentration of credit risk. The Township will minimize Concentration of Credit Risk, which is the risk of loss attributed to the magnitude of the Township's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

Custodial credit risk – deposits. In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of March 31, 2008, \$1,047,300 of the government's bank balance of \$1,347,300 was exposed to custodial credit risk because it was uninsured and uncollateralized.

Custodial credit risk – investments. For an investment, this is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Township's investments are categorized to give an indication of the level of risk assumed by the Township at year end. Category 1 includes investments that are insured or registered, or securities held by the Township or the Township's agent in the Township's name. Category 2 includes investments that are uninsured and unregistered with securities held by the counterparty's trust department or its agent in the Township's name. Category 3 includes investments that are uninsured and unregistered, with the securities held by the counterparty, or by its trust department or its agent but not in the Township's name. At year end, the Township held no investments.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

B. Receivables

Receivables as of year end for the government's individual major funds are presented in the statement of net assets.

The allowance for doubtful accounts is not considered to be material for disclosure. As a result, its uncollectible accounts are virtually nil.

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the Township had no deferred revenue.

C. Capital Assets

Primary Government

	Beginning Balance	Increases	Decreases	Ending Balance
<u>Governmental activities:</u>				
Capital assets, not being depreciated				
Land	\$ 52,000	\$ 0	\$ 0	\$ 52,000
Capital assets, being depreciated				
Buildings	303,306	0	0	303,306
Land Improvements	28,832	0	0	28,832
Equipment, Furniture and Fixtures	869,485	0	0	869,485
Total capital assets, being depreciated	1,201,623	0	0	1,201,623
Less accumulated depreciation for:				
Buildings	116,170	4,456	0	120,626
Land Improvements	17,898	425	0	18,323
Equipment, Furniture and Fixtures	648,393	30,498	0	678,891
Total accumulated depreciation	782,461	35,379	0	817,840
Total capital assets, being depreciated, net	419,162	(35,379)	0	383,783
Governmental activities capital assets, net	\$ 471,162	\$ (35,379)	\$ 0	\$ 435,783

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:

General Government	\$ 8,745
Public Safety	22,995
Recreation and Culture	<u>3,639</u>
Total depreciation expenses - governmental activities	<u><u>\$ 35,379</u></u>

Construction Commitments:

None

D. Interfund Receivables, Payables and Transfers

Individual fund interfund receivable and payable balances at March 31, 2008, were:

<u>FUND</u>	<u>INTERFUND RECEIVABLES</u>	<u>INTERFUND PAYABLES</u>
General Fund	\$ 169,743	\$ 0
Special Revenue Funds		
Fire Funds	109,986	0
Fiduciary Funds		
Current Tax Collection Fund	<u>0</u>	<u>279,729</u>
	<u><u>\$ 279,729</u></u>	<u><u>\$ 279,729</u></u>

All remaining balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. All are expected to be resolved within one year.

Interfund Transfers as of March 31, 2008

	<u>TRANSFERS</u>	
	<u>IN</u>	<u>OUT</u>
<u>Primary Government</u>		
General Fund	\$ 0	\$ 50,000
Fire Fund	0	140,000
Fire Improvement Fund	140,000	0
Road Improvement Fund	<u>50,000</u>	<u>0</u>
	<u><u>\$ 190,000</u></u>	<u><u>\$ 190,000</u></u>

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

Transfers are used (1) to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and (2) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

E. Long-Term Debt

At March 31, 2008, the Township was not obligated for any long-term debt.

F. Fund Balance Reserves and Designations

In order to comply with generally accepted accounting principles and meet certain legal requirements, the Township has reserved fund balances in various funds. In addition, certain portions of unreserved fund balances have been designated for intended future uses. These reserves and designations are detailed in the following schedule:

FUND BALANCE/NET ASSETS

Reserved		
Special Revenue Fund		
Fire Fund		
Fire Protection	\$ 245,657	
Fire Improvement Fund		
Fire Improvement	<u> 463,828</u>	\$ 709,485
Unreserved Designated for:		
Special Revenue Funds		
Road Improvement Fund		
Road Improvements	340,343	
Parks Improvement Fund		
Parks Improvements	<u> 8,311</u>	<u> 348,654</u>
 TOTAL FUND BALANCE		
RESERVES AND DESIGNATIONS		<u><u> \$ 1,058,139</u></u>

IV. OTHER INFORMATION

A. Risk Management

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Township participates in a pool of municipalities within the State of Michigan for self-insuring property and casualty, crime, general liability, errors and omissions insurance and workers' compensation. The Township pays annual premiums to the pool for the respective insurance coverage. In the event the pool's total claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessments to make up the deficiency. The Township has not been informed of any special assessments being required for the current year or the three prior years.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

The Township continues to carry insurance for other risks of loss, including fidelity bonds.

B. Related Party Transaction

The Township is insured through the Michigan Township Participating Plan. The Township Clerk is a Director and Officer of this organization.

C. Pension Plan

The Township participates in a defined contribution pension plan. The plan covers the Township's firefighters and elected officials with contribution based on their years of service. The Township's 2007-2008 contribution was \$17,700.

D. Property Tax

The 2007 taxable valuation of the Benzonia Township totaled \$178,541,846, on which ad valorem taxes levied consisted of 0.8217 mills for the Benzonia Township operating purposes, and 0.6798 mills for Benzonia Township fire protection. These levies raised approximately \$147,294 for operating purposes and \$121,854 for fire protection.

E. Sale of Future Revenues

For several years the Township has sold its rights to delinquent real property tax revenues and related late payment penalties to Benzie County. For the 2007 tax roll the Township received a lump sum payment of \$29,541, which included \$14,115 for general operating tax revenues, \$3,661 for administration fee revenues, and \$11,764 for fire protection tax revenues. These amounts represent 100% of the present value of the delinquent real property tax revenues. In exchange for these payments, the county is allowed to keep the delinquent taxes collected plus the late payment penalties charged. If the county is ultimately unable to collect any of these delinquent taxes, the Township will have to repay the county.

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
MAJOR GOVERNMENTAL FUNDS
YEAR ENDED MARCH 31, 2008

	<u>GENERAL FUND</u>			<u>FIRE FUND</u>		
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>
<u>REVENUES</u>						
Taxes	\$ 177,700	\$ 177,700	\$ 189,997	\$ 114,800	\$ 114,800	\$ 121,860
Licenses and Permits	2,550	2,550	1,659	0	0	0
State Grants	135,000	135,000	166,171	0	0	0
Charges for Services	6,150	6,150	4,205	54,500	54,500	54,515
Interest and Rents	7,100	7,100	7,875	4,500	4,500	11,011
Other Revenues	6,500	6,500	2,942	0	0	242
Total Revenues	335,000	335,000	372,849	173,800	173,800	187,628
<u>EXPENDITURES</u>						
Legislative						
Township Board	93,400	93,400	71,497	0	0	0
General Government						
Supervisor	20,175	20,175	19,287	0	0	0
Election	17,800	17,800	7,755	0	0	0
Assessor	45,750	47,350	46,595	0	0	0
Clerk	28,100	28,100	20,834	0	0	0
Board of Review	3,800	3,800	3,149	0	0	0
Treasurer	27,900	27,900	24,281	0	0	0
Building and Grounds	12,350	12,350	11,659	0	0	0
Cemetery	26,700	26,700	22,094	0	0	0
Public Safety						
Fire Protection	0	0	0	119,100	119,100	112,163
Fire Improvement	0	0	0	0	0	0
Public Works						
Highways, Roads and Bridges	5,000	5,000	3,258	0	0	0
Septic System	0	0	28,152	0	0	0
Community and Economic Development						
Zoning	500	500	0	0	0	0
Recreation and Culture						
Parks and Recreation	23,600	23,600	15,921	0	0	0
Library	4,000	4,000	4,000	0	0	0
Historical Society	2,000	2,000	2,000	0	0	0
Other Functions						
Insurance and Bonds	10,000	10,000	10,631	0	0	0
Employee Benefits	59,500	59,500	53,217	0	0	0
Contingency	25,925	24,325	0	96,700	96,700	0
Total Expenditures	406,500	406,500	344,330	215,800	215,800	112,163
Excess (Deficiency) of Revenues Over Expenditures	(71,500)	(71,500)	28,519	(42,000)	(42,000)	75,465
<u>OTHER FINANCING SOURCES (USES)</u>						
Transfers In (Out)	(50,000)	(50,000)	(50,000)	(140,000)	(140,000)	(140,000)
Net Change in Fund Balance	(121,500)	(121,500)	(21,481)	(182,000)	(182,000)	(64,535)
<u>FUND BALANCE - Beginning of Year</u>	121,500	121,500	351,637	182,000	182,000	310,192
<u>FUND BALANCE - End of Year</u>	\$ 0	\$ 0	\$ 330,156	\$ 0	\$ 0	\$ 245,657

[illegible]

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

AGENCY FUND

STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
MARCH 31, 2008

	BALANCE			BALANCE	
	4/1/2007	ADDITIONS	DEDUCTIONS	3/31/2008	
<u>ASSETS</u>					
Cash	\$ 7,800	\$ 74,598	\$ 77,417	\$ 4,981	
Due from Other Organizations and Individuals	206	0	206	0	
<hr/>					
TOTAL ASSETS	\$ 8,006	\$ 74,598	\$ 77,623	\$ 4,981	
<hr/>					
<u>LIABILITIES</u>					
Due to Other Organizations and Individuals	\$ 0	\$ 6,632	\$ 6,632	\$ 0	
Due to Other Governments	8,006	67,761	70,786	4,981	
<hr/>					
TOTAL LIABILITIES	\$ 8,006	\$ 74,393	\$ 77,418	\$ 4,981	
<hr/>					

BENZONIA TOWNSHIP, BENZIE COUNTY
BENZONIA, MICHIGAN

CURRENT TAX COLLECTION FUND

STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
MARCH 31, 2008

	BALANCE			BALANCE
	4/1/2007	ADDITIONS	DEDUCTIONS	3/31/2008
<u>ASSETS</u>				
Cash in Bank	\$ 266,081	\$ 3,444,314	\$ 3,430,666	\$ 279,729
<u>LIABILITIES</u>				
Due to Other Funds	\$ 266,081	\$ 280,492	\$ 266,844	\$ 279,729
Due to Other Governments	0	3,159,435	3,159,435	0
Due to Other Organizations and Individuals	0	4,387	4,387	0
TOTAL LIABILITIES	\$ 266,081	\$ 3,444,314	\$ 3,430,666	\$ 279,729

Baird, Cotter and Bishop, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

134 WEST HARRIS STREET CADILLAC, MICHIGAN 49601
PHONE: 231-775-9789 FAX: 231-775-9749
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June 19, 2008

To the Township Board
Benzonia Township
Benzonia, Michigan

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Benzonia Township as of and for the year ended March 31, 2008, in accordance with auditing standards generally accepted in the United States of America, we considered Benzonia Township's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the a governmental unit's internal control. Accordingly, we do not express an opinion on the effectiveness of the governmental unit's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies and other deficiencies that we consider to be material weaknesses.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the following deficiencies to be significant deficiencies in internal control:

1) Lack of Segregation of Duties

The relatively small number of people involved in the accounting functions of the Township and the design of the accounting system as developed by the state make it difficult to adequately segregate duties. Segregation of accounting duties is a fundamental method of strengthening internal control. However, in deciding what internal control procedures should be implemented, the Board must consider the costs of implementing them and weigh those costs against the benefits to be derived from their implementation.

2) Lack of Adequate Controls to Produce Full Disclosure GAAP Basis Financial Statements.

All Michigan governments are required to prepare financial statements in accordance with generally accepted accounting principals (GAAP). This is a responsibility of the government's management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data (i.e., maintaining internal books and records), and (2) reporting government-wide and fund financial statements, including the related footnotes (i.e., external financial reporting).

As is the case with many smaller and medium-sized entities, the government has historically relied on its independent external auditors to assist in the preparation of the government-wide financial statements and footnotes as part of its external financial reporting process. Accordingly, the government's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its *external* auditors, who cannot by definition be considered a part of the government's *internal* controls.

This condition was caused by the government's decision that it is more cost effective to outsource the preparation of its annual financial statements to the auditors than to incur the time and expense of obtaining the necessary training and expertise required for the government to perform this task internally. As a result of this condition, the government lacks internal controls over the preparation of financial statements in accordance with GAAP, and instead relies, in part, on its external auditors for assistance with this task.

The government has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interest of the government to outsource this task to its external auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. We believe the deficiency described in number 1 above (Lack of Segregation of Duties) is a material weakness.

This report is intended solely for the information and use of the Board and others within the organization. This restriction is not intended to limit the distribution of the report, which is a matter of public record.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.

Baird, Cotter and Bishop, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

134 WEST HARRIS STREET CADILLAC, MICHIGAN 49601

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June 19, 2008

To the Township Board
Benzonia Township
Benzie County
Benzonia, Michigan

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Benzonia Township for the year ended March 31, 2008, and have issued our report thereon dated June 19, 2008. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated March 26, 2008, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control of Benzonia Township. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Benzonia Township are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2007-08. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. No material misstatements were noted. We did propose several adjusting journal entries that were accepted and recorded by management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 19, 2008.

Other Audit Findings or Issues

During the course of our audit of the basic financial statements of Benzonia Township for the year ended March 31, 2008, we noted the following list of items which we feel deserve comment:

Tax Collection Fund Balance

A balance remained in the Tax Collection Fund at March 31, 2008, which was owed to the Township General Fund and Fire Fund. We recommend that the Township disburse each year all remaining funds in the Tax Collection Fund by March 31, except a small residual amount to maintain a minimum balance in order to keep the bank accounts open.

Michigan Unemployment

As noted in prior years, the Township is still paying Michigan unemployment taxes incorrectly. In prior years we have provided the Township with information relating to what employees should be reported for unemployment purposes. If further assistance is needed, please contact our office.

Recording Interest Income

While testing bank reconciliations at year end, it was determined that not all interest income was recorded during the year. The amounts in question related to February and March of 2008, and were not corrected until April. In the future, we recommend recording all interest each month before closing the books for the month.

Budget

Public Act 621 states that the budget document that the Township adopt include the following financial information:

- The actual results from the prior year
- An estimate of the current year results
- The proposed budget for the upcoming year
- Amounts for contingencies, if appropriate
- The amount of fund balance accumulated through the end of the current year, and the amount expected at the end of the upcoming year, after applying the budgeted receipts and disbursements.

The Township's budget document does not contain all of the required information.

Condition of Accounting Records

The records were found to be in good condition and we appreciate the assistance the Township provided us in completing the annual audit. We encourage you to continuously evaluate your internal controls and closely monitor your system on a regular basis.

This communication is intended solely for the information and use of the Board and others within the organization. This restriction is not intended to limit the distribution of the report, which is a matter of public record.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.